

ROUTING AND TRANSMITTAL SLIP Date
6 March 1986

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CONGRESSIONAL AFFAIRS

86-0066

6 March 1986

OCA FILE Publ. & Com.RECPT # Record

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Weekly Report

* 1. For the first time, a demonstration against the Agency has occurred immediately outside a recruitment office. Demonstrators opposing the Agency's involvement in Nicaragua and aid to the Contras gathered outside the [redacted] which is located in a commercial building in the city. They were there for 1-1/2 hours with television cameras and left a placard posted on the office door. The group was orderly but sought to effect a citizen's arrest of one or more Agency recruiters and advise other tenants of the building that they share space with a "criminal" organization, listing their accusations on the placard. Our office staff was present during the demonstration but were joined by a Federal Protective Officer who was called for assistance. The alleged "nationally coordinated" demonstration was part of a larger one being conducted outside the Federal Building in downtown Boston. [redacted]

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* 3. On 24 February 1986, the DCI approved the Experimental Job Evaluation and Pay Plan for the Agency secretarial occupation, with implementation to take place on or before 1 October 1986. Between now and implementation, the Position Management and Compensation Division (PMCD) will be working on administrative procedures for conversion to the new system. PMCD is currently working with Directorate representatives to establish criteria which will be used to convert people and positions, and to provide guidelines to be used by the Directorates for developing increased numbers of positions at the new Levels III and IV in accordance with the objectives of the program. [redacted]

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SUBJECT: Weekly Report

* 4. The Chief, Career Trainee Division/OP visited the Pentagon to discuss the computer runs currently being provided by the military services on military separatees meeting Career Trainee requirements. It was decided to raise the age limit from 35 to 40 to include candidates with potential for direct hire as Operations Officers in the DO. In addition, it was decided we will approach the chiefs of the individual services' counterintelligence and investigative branches to discuss potential applicants with particular emphasis on the Counterterrorism Center. []

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5. Clerical recruiters are continuing to step up their efforts in seeking qualified applicants to fill clerk typist and stenographer needs throughout the Agency. They have been visiting local high schools and business colleges almost on a daily basis to promote interest in Agency careers in the secretarial field and have been well-received by placement counselors and students.

6. The Black Affairs Program Manager and the Chief, []

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[] visited two Historically Black Colleges and Universities (Hampton University and Virginia State University) in preparation for a March WARAC recruiting effort at both schools. Discussions of the institutions' curriculums were held, and plans were developed for information sessions prior to the recruitment date. At Virginia State, our representatives participated in an informal but lively discussion with an international studies class. The students' questions were probing, and their enthusiasm and interest in the Agency carried the session 20 minutes beyond schedule. []

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7. The impact of the Gramm-Rudman-Holling's Act was felt this week in OP/Insurance Operations Division (IOD). We were advised by the Department of Labor (DOL) that as of 4 March 1986 payments to certain providers of medical services under the Federal Employees Compensation Act (on-the-job injuries and occupational illnesses) will be reduced by 7.37%. Although this reduction does not affect approved awards, such as payments for disabilities or loss of life or limb made on a monthly or lump sum basis, it will impact ongoing cases where medical bills are normally paid at 100%. To minimize the negative impact of this action on Agency employees, IOD ensured that outstanding bills at the DOL that would have been affected were processed prior to the 4 March deadline. Unfortunately, all subsequent bills processed after 4 March will be reduced by 7.37%. []

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SUBJECT: Weekly Report

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C. / Robert W. Magee

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4 March 1986

MEMORANDUM FOR: Executive Officer
Office of Personnel

FROM: Avon O. Harding
Director of Equal Employment Opportunity

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SUBJECT: Weekly Activity Report

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1. The Black Affairs Program Manager, [redacted] and the Chief, WARAC, [redacted] visited two HBCUs, Hampton University and Virginia State University. The visit prepared for a March [redacted] recruiting effort at both schools. Discussions of the institutions' curriculums were held and plans were developed for information sessions prior to the recruitment date. At Virginia State, Messrs. [redacted] participated in an informal but lively discussion with an international studies class. The students were interested in the Agency's career opportunities and its mission. Their questions were probing, and their enthusiasm carried the session 20 minutes beyond schedule. They reflected the desire for factual information about CIA in the minority student community. A similar session for the entire school is being considered.

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2. The EEO Office has upgraded its WANG word processor to the WANG Alliance system. We are rapidly gaining skills in using the many new system features.

Significant meetings and briefings

No significant briefings or meetings this week.

Avon O. Harding

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4 March 1986

MEMORANDUM FOR: Executive Officer, Office of Personnel
FROM: [REDACTED]
Deputy Director for Employment
SUBJECT: Weekly Report

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1. For the first time a demonstration against the Agency has occurred immediately outside a recruitment office. Demonstrators opposing the Agency's involvement in [REDACTED] gathered outside the [REDACTED] which is located in a commercial building in the city. They were there for 1-1/2 hours with television cameras and left a placard posted on the office door. The group was orderly but sought to effect a citizen's arrest of one or more Agency recruiters and advise other tenants of the building that they share space with a "criminal" organization, listing their accusations on the placard. A recruiter and the support staff were present during the demonstration but were joined by a Federal Protective Officer who was called to the building by the recruiter. The 14 demonstrators finally left their post inside the building and moved outside to rejoin a group of approximately 60 to continue their protest. The alleged "nationally coordinated" demonstration was part of a larger one being conducted outside the Federal Building in downtown Boston.

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2. Chief, Career Trainee Division (CTD), visited the Pentagon to discuss the computer runs of military separatees meeting CTD requirements currently being provided by the military services. It was decided to raise the age limit from 35 to 40 to include candidates with potential for the Operations Reserve Program. It was also decided that C/CTD will approach the chiefs of the individual services' counterintelligence and investigative branches to discuss potential applicants for the Operations Reserve with particular emphasis on the Counterterrorism Center.

3. As a result of the increased quality of the files submitted to the Career Trainee Division by the Recruitment Operation Division's Independent preprocessing stage, it was decided to move those files directly to the it will speed up processing while reducing the resources required to handle these cases.

4. Clerical recruiters have stepped up their efforts in seeking qualified applicants to fill clerk typist and stenographer needs throughout the Agency. They have been visiting local high schools and business colleges almost on a daily basis to promote interest in Agency careers in the secretarial field and have been well-received by placement counselors and students. One question

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which seems to come up often is the impact the Gramm-Rudman-Hollings Act will have on Agency hiring. Recruiters have explained that the CIA fully supports the intent of the Gramm-Rudman-Hollings Act in its effort to reduce the budget deficit. However, the Agency has not curtailed its recruitment efforts since we still have positions to fill and the effects of the Act on our recruitment posture are still unknown.

5. There has been a sizable and steady increase in the number of new applicant files. For the one-month period ending 28 February 1986, the Correspondence and Records Branch of Division I created 1,325 new applicant files--compared to 690 for the same time frame last year. During January through April 1985, creations averaged 780 per month. There was a surge in May to 956 and the next five-month period averaged 880 per month. The new fiscal year began showing a dramatic increase and the total for October was 1,148. A continuation of this upward trend has continued with each month totaling over 1,200--about a 30 percent increase.

6. The Chief, [redacted] and the Black Affairs Program Manager, [redacted] visited Hampton University and Virginia State University on 24-25 February to meet with placement directors and to talk with students in a senior international studies class about career opportunities in the Agency. Meetings were also held with staffs at both schools, updating them on current job possibilities for their graduates. An information session for interested students was arranged. At Virginia State University, in addition to meeting with the placement staff, they participated in an international studies class and had a useful dialogue with the students for over an hour. As a result, several students indicated plans to sign up for the Agency's scheduled interview day at Virginia State.

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7. A Career Trainee Division DO Program Officer conducted 11 interviews [redacted] recommending nine candidates for the Career Training Program and one for direct hire.

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8. OP/Employment sponsored a two-day workshop on applicant processing for MP and other careerists working with applicants. The 18 attendees learned about all facets of Employment's responsibility in the hiring process and heard from Security and Medical officers about their roles in the processing system.

9. A representative from the Office of Logistics visited the [redacted] 28 February 1986 to survey the space for renovation which will be implemented through the Government Services Administration Office in Pittsburgh.

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